



VOLUNTEER JOB OPPORTUNITY

Dorset Parent Carer Council are looking for an

EVENT CO-ORDINATOR

DPCC are looking for a person(s) to oversee the planning and organisation of our events will include annual information events.

The event coordinator role is hands-on and will mostly involve working independently.

You must be able to complete a range of activities requiring clear communication, good organisational skills and attention to detail. No previous experience is required, but the following might be helpful.

Responsibilities may include

- Securing and booking venue.
- Oversee creation and circulation of marketing material to promote the event. (Updating material from previous years)
- Book space to potential stallholders.
- Liaise with stallholders to ascertain their event requirements
- Prepare visitor feedback and registration forms
- Planning room layouts, scheduling workshops.
- Liaising with venue caterers. (Refreshments are usually managed by venue)
- Co-ordinating DPCC volunteer requirements for the day.

The hours of work involved vary and are mostly dependent on the type of event. Early on in planning a small amount of time is required however this will increase in the weeks leading up to the date of the event and could be 2-3 hours a week.

DPCC will cover travelling expenses and childcare costs incurred whilst carrying this role on behalf of DPCC.

If you think you might be interested and would like to know we would love to hear from you.

Please call 07827 793244 or email dpcc@dorsetparentcarercouncil.co.uk